



Job Advertisement

ASSISTANT TOWN ACCOUNTANT

Town of Bedford, Finance Department

The Town of Bedford is searching for a full-time (40 hrs/wk) Assistant Town Accountant to perform senior level accounting duties. Duties include, but are not limited to: General Ledger/accounting tasks, review/backup processing for accounts payable, requisition/purchase order review and processing, generation/review/update of various financial reports and spreadsheets, budget analysis, General Ledger maintenance, Fixed Asset tracking, and other functions needed to fulfill departmental responsibilities.

Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and experience with personal computers including Microsoft Excel & Word, as well as accounting and report writing software. Candidate must be a team player, highly organized, self-motivated, and possess excellent judgment and customer service skills.

Candidates must have three years' experience in a related field, previous education and/or experience in a municipal setting preferred. Associates or Bachelor's degree in accounting, business or related field preferred. Combination of experience and education may be substituted. Ability to travel and attend Massachusetts Municipal Auditors and Accountants Association annual education program and other relevant training and seminars is required.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. FY16 starting salary range for this position is \$45,422 to \$52,235. The Town of Bedford offers a comprehensive benefits package.

Applications accepted until filled.

Application for employment may be downloaded at: **www.bedfordma.gov/employment**

Please send cover letter, application and resume to:

Sarah Buhler
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.